WORK INSTRUCTIONS
MASSACHUSETTS COMPLIANCE

This document gives an outline of the processes to be used by the Product Testing Laboratory for the processing and testing of samples in compliance with Massachusetts regulations date August 19, 1997.

Receipt of Samples from Territory Sales Managers

1. Representative from PTL will personally obtain shipment at loading dock.
2. Mail person and PTL representative will both sign the shipping invoice.
3. Signed invoice will be retained by PTL.
4. PTL representative will escort samples to PTL Customer Relations.

PTL Sample Receiving

1. Each mailing package is opened and brands are sorted.
2. Ensure packs obtained match with enclosed affidavit, (total number of packs and only two packs per store). Brands with incomplete number of packs or errors in sampling need to addressed with Sales.
3. After packs from each of the five counties are sorted, composite each brands and place in white cartons. Place incomplete samples aside.
4. For those brands completely sampled, select four (4) brands as one request.
5. The request numbers are named as MASSXX-Y, where XX =year and Y equals the unique four brand group number. The first four brands of 1997 would be MASS97-1.
6. The tests, replicates, and number of cigarettes per replicate is listed below:

Test	Number of Repl. Per Test	Number of Cigarettes per Replicate
FTC-BUTT	20*	1
TIP-LENGTH	20*	1
MA-TPM	20	5
MA-PUFF	20	5
MA-NIC	20	5
MA-H2O	20	5
MA-TAR	20	5
MA-CO	20	5
EVENT	100	1
E-CTBWT	5	20
E-CWT	5	20
E-P+PWT	5	20
MA-PH	5	1
MA-NIC-FLR	*3	150

* Manually documented after all packs are opened.

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7. Deliver samples, request form, and barcode cards to the sample prep lab.

* Three separate analytical measurements from composite filter from 150 cigarettes

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Source: https://www.industrydocuments.ucsf.edu/docs/nxwl0001

Sample Preparation

1. Each cigarette pack is carefully opened since all packs need to be retained.
2. From each pack, sort cigarettes into equilibration trays as:

No. of Cigt/Pack into Tray	Tray Designation	Equilibration Conditions	Total Number of Cigt/Tray
2	a) Smoking	ISO	100
2	b) PT	ISO	100
3	c) Nic-in Filler	ISO	150
1	d) pH	ISO	50

3. Once the cigarettes are sorted, utilize the cigarettes in the pH tray to determine the tipping paper length on twenty cigarettes. Record and average the twenty results to determine the FTC butt length.
4. Apply Scotch Tape #600 to half the tipping paper on all 100 cigarettes in the smoking tray and to 10 cigarettes within the pH tray.
5. Put all trays into the ISO equilibration room for 48 hours.

Gloria – Wed PM prep. of 4 brands

* 3 reps of 50

pH titration of packs

Ref Charlie pH vs tar

Put IR5F in ISO today

1 tox of Gilman to Betty

IR5F no pad (all three versions)

Friday

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